

INTENT TO WITHDRAW

I have either ceased attending or do not plan to resume attending Owensboro Community and Technical College.

It is the policy of OCTC that any student who receives financial aid and notifies a staff member of the OCTC Financial Aid office of the intent to cease attending classes will have, for federal financial aid purposes, provided official notification of intent to withdraw from classes.

It is my understanding that the Intent to Withdraw is used only for the purpose of calculating the Return of Title IV funds. I understand that I must still contact Student Records and follow the established procedures in place to formally withdraw from all classes at the college.

NAME _____
(Please Print)

EMPL ID _____

Student Signature

Date

Form Completed By

Method of Notification